

# DJSIR Procedure/Guideline

## Summary of Changes to Victorian VET Student Statistical Collection Guidelines

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## Executive Summary

This document outlines changes made to the Victorian VET Student Statistical Collection Guidelines - 2023 V1.0 and forms part of the Victorian VET Student Statistical Collection Guidelines – 2024 V1.0

The changes have been made to provide:

- Updates to links and removed references that are no longer valid,
- updated business rules for;
  - Client Family Name,
  - *Commencing Program Cohort Identifier*,
  - *Fee Exemption/Concession type Ids*,
  - *Hours Attended*,
  - *Outcome Identifier – National*,
  - *Program Enrolment Identifier*, and
  - *Program Status Identifier*
  - *Specialisation name*
- Updated the Standard Enrolment Form,
- updated glossary for Withdrawn/discontinued enrolments, and
- Update Appendix 4

## Overview

The Victorian VET Student Statistical Collection Guidelines (the Guidelines) form a data standard that specifies how training activity should be reported consistently to the Department of Jobs, Skills, Industry and Regions (the Department). They are compatible with Release 8.0 of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) which is the basis for the annual National VET Provider Collection.

AVETMISS Release 8.0 updates as of August 2018 apply from 2019. Full details on AVETMISS are available on the [NCVER website](#).

Where the Guidelines deviate from AVETMISS, the Department ensures there is a clear rationale behind these changes, alternatives have been assessed and the resultant benefit is weighed against the impact of the change.

## Purpose

The purpose of this document is to communicate changes to the Guidelines. This summary document will be published as frequently as necessary. The Guidelines will be published annually but may be more frequent depending on the scope of changes throughout the collection year. Off-cycle changes during the year may result from:

- certain aspects of the Guidelines that are ambiguous, erroneous, or require clarification,
- scenarios adversely affecting the data integrity of the collection,
- ensuring compliance with statutory requirements, and
- reduce the burden of reporting requirements on RTOs.

## Audience

### Training Providers

All VET training providers need to be familiar with the Guidelines to understand the nature of the changes outlined in this Summary of Changes document.

### Software developers and data analysts

Software developers, as well as systems personnel and data analysts in larger organisations, should note all changes that refer to the technical detail of the Guidelines. These include the file specifications, business rules, and data element dictionary.



## Prerequisite

Familiarisation and understanding of the latest version of Victorian VET Student Statistical Collection Guidelines (the Guidelines) as published on SVTS or DET website.

## Document structure

This document contains a Change Summary table followed by the sections and categories of the Guidelines which contain changes.

## How to use this document

Step	Action
1	<p>Review and note each change as indicated in the Change Summary table. For quick reference where a business rule has been updated, additions will be highlighted in red and deletions will be highlighted with a red cross through.</p> <p><b>Note:</b> The changes may not contain the entire section of the business rule definitions, therefore the changes should always be read in conjunction with the corresponding section of the original document being changed. [...] will denote that section contains more business rules that have not been changed.</p>
2	Retain all Summary of Changes documents with a copy of the latest Guidelines, this will ensure that you are always able to reference the most up-to-date business rules or any other changes.
3	Once a new version of the Guidelines is published, all the changes referenced in the Summary of Changes documents will be incorporated into that version.

## Change Impact Analysis

The changes contained in this document have been analysed by the Department to determine the impact on key stakeholders. The methodology is outlined below.

### Stakeholder Impact Rating

0	None	None, no impact
1	Low	May be aware of the change but little or no action is generally required
2	Medium	Must be aware of the change and act where required
3	High	Needs to review the change and take action
4	Very High	Needs to significantly change processes and systems

### Areas of Impact

Provider	Learners	Information solicited from the learner
	Trainers	Assessment/observation required from trainers
	Administration	Administrative, financial, or enrolment processes
Vendor	Software	SMS design, interfaces, processes, configuration, and education
DET	Analysis/Decision Making	BI Infrastructure, interpretation, dissemination, and education
	Contract, Payment, Audit	Instruments
	System	Infrastructure, specification, interfaces, processes, configuration



## Summary of changes

Documents	Victorian VET Student Statistical Collection Guidelines - 2024
Version	1.0
Section and Category	<p>Data Element Definitions</p> <ul style="list-style-type: none"> <li>Client Family Name &amp; Client Given Name – Client Contact Details - NAT00085 file</li> <li>Commencing Program Cohort Identifier – NAT00130 file</li> <li>Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file</li> <li>Hours Attended – Training Activity - NAT00120 file</li> <li>Outcome Identifier - National – Training Activity - NAT00120 file</li> <li>Program Enrolment Identifier – Training Activity &amp; Program Completions- NAT00120 &amp; NAT00130 files</li> <li>Program Status Identifier – Program Completion - NAT00130 file</li> <li>Specialisation name – Program Completion - NAT00130 file</li> </ul> <p>Standard Enrolment Form</p> <ul style="list-style-type: none"> <li>Commencing Program Cohort Identifier – Program Completions – NAT00130 file</li> </ul> <p>Glossary</p> <ul style="list-style-type: none"> <li>Re-commencing a subject enrolment after a withdrawal</li> <li>Withdrawn/discontinued enrolments</li> </ul> <p>Appendix 4</p> <ul style="list-style-type: none"> <li>Reporting Items</li> </ul>

## Stakeholder Impact Summary

		Provider			Software	DET		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Data element								
Change 2023-1	Client Family Name & Client Given Name – Client Contact Details - NAT00085 file							
Change 2023-2	Commencing Program Cohort Identifier – NAT00130 file							
Change 2023-3	Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file							
Change 2023-4	Hours Attended – Training Activity - NAT00120 file							
Change 2023-5	Outcome Identifier - National – Training Activity - NAT00120 file							



		Provider			Software	DET		
Section		Learner	Trainer	Admin Change	Vendor	Analysis/ Decision Making	Operation: contract, payment, audit	System
Change 2023-6	Program Enrolment Identifier – Training Activity & Program Completions- NAT00120 & NAT00130 files							
Change 2023-7	Program Status Identifier – Program Completion - NAT00130 file							
Change 2023-8	Specialisation name – Program Completion - NAT00130 file							
Sample Enrolment Form								
Change 2023-9	Sample Enrolment Form							
Glossary								
Change 2023-10	Re-commencing a subject enrolment after a withdrawal							
Change 2023-11	Withdrawn/discontinued enrolments							
Appendix								
Change 2023-12	Appendix 4							

## Data Element Definitions

### Client Family Name & Client Given Name – Client Contact Details - NAT00085 file

Change Updated purpose:

2023-1: To facilitate **identification, issuance and** contact with students.

Reason: To clarify the purpose of collection.

Provider: No impact, clarification only.

SVTS: No impact.

### Commencing Program Cohort Identifier – NAT00130 file

Change Updated data Element description:

2023-2:

*Commencing Program Cohort Identifier* identifies students belonging to a specific cohort/s as defined by the Victorian Department of **Jobs, Skills, Industry and Regions** or as **self-determined by the student if the cohort is no longer aligned to conditions under a provider's contract.**

Updated business rules

*General:*

This question now forms part of the Standard enrolment form and should contain a link, or a more detailed description of the value.

Example:

A Student commencing in 2024 identifies as being a Retrenched worker and wishes to enrol in the Regional and Specialist Training state-based initiative.

In 2024 the training provider has the option to report this student under the *Funding Source Identifiers – State* (FSI) of 'ASL', 'ASP' for Retrenched worker or 'SCL', 'SCP'. After discussions with the student the training provider reports the student under the Regional and Specialist Training state-based initiative with *Funding Source Identifier – State* values of either 'RSP' and a *Commencing Program Cohort Identifier* value 'RW'.

~~In 2022, the *Funding Source Identifiers – State* (FSI) available to report this student are, 'JFL', 'JFP' for JobTrainer or 'SEL' and 'SEP' for the Retrenched Worker. From 2023 this student can continue to be reported against either of the FSI (whichever the provider believes benefits the student more), but will also need to report the *Commencing Program Cohort Id* (CPCI) value of 'RW' because the student belongs to a specific cohort which is the Retrenched Worker cohort.~~

~~In 2024 FSIs 'SCL' and 'SCP' are no longer valid for new commencements in 2024, the provider can no longer report 'SCL' or 'SCP' and can only report JFP or JFL but continues to report a CPCI value of 'RW' if the student belongs to the Retrenched Worker cohort. Continuing enrolments commencing prior to 2024 will only be able to report FSI values of 'SEL' and 'SEP'~~



**Commencing Program Cohort Identifier – NAT00130 file (Cont.)**

Change *Specific:*  
 2023-2: ~~A maximum of three cohorts can be reported. There is no priority order therefore a student belonging to both Asylum Seeker and being a Retrenched Worker can be reported as either <sup>ASRW</sup> or <sup>RWAS</sup>.~~  
 There is no priority order therefore a student belonging to both Asylum Seeker and a learner with Literacy, Numeracy, and Digital Literacy needs can be reported as either <sup>ASLN</sup> or <sup>LNAS</sup>. A maximum of three cohorts can be reported.  
 Unless the CPCI is directly linked to an FSI or a Concession Type Identifier that requires evidence, there will be no extra requirement on the provider to collect any form of verification for a cohort a student has nominated. All other forms of verification will remain for state government-funded enrolments.  
~~The Commencing Program Cohort Identifier must be reported for new commencements starting from 2023 for both government funded and fee for service enrolments.~~  
 This field must not be blank for new commencements from 2023 or superseding programs that are being superseded from 2023.

Updated value descriptions

Value	Description
<del>AU</del>	<del>Automotive Supply Chain Worker. For Skills First enrolments by individuals who are former Automotive Supply Chain Workers meeting the conditions specified in VET Funding Contracts and associated Guidelines</del>
HS	Head Start Apprentice/Trainee. For Skills First enrolments as part of the Head Start program for apprentices and trainees within a school setting (not to be used for SBAT). Refer to conditions specified in VET Funding Contracts and/or associated Guidelines. <b>If there are continuing students under the <sup>HPL</sup> FSI values, then report this value as the CPCI.</b>
JV	Jobs Victoria Employment <del>Network Client Services</del> . For Skills First enrolments by individuals who are clients of a Jobs Victoria Employment <b>Network Services</b> provider. Refer to conditions specified in VET Funding Contracts and associated Guidelines. <b>If there are continuing students under the <sup>JVL</sup> or <sup>JVP</sup> FSI values, then report this value as the CPCI.</b>
LN	A learner with Literacy, Numeracy, <b>and/or</b> Digital Literacy needs.
<del>RW</del>	<del>Retrenched Workers. For Skills First enrolments by individuals who are Retrenched Workers meeting the conditions specified in VET Funding Contracts and associated Guidelines.</del> Retrenched Workers. A person who is retrenched or made redundant due to a specific role no longer being required due to operational changes within a business.
RC	Reconnect. For Skills First enrolments by individuals who are referred to the training provider through the Reconnect Program. Refer to conditions specified in VET Funding Contracts and/or associated Guidelines. <b>For new and continuing enrolments where FSI value <sup>RCL</sup> or <sup>RCP</sup> then report this value as the CPCI</b>

Reason: Updated the business rules and example to make it more relevant for Funding Source Identifiers still active for new commencements and updated the description of Jobs Victoria Employment Network as it is now referenced as Jobs Victoria Employment Services.  
 Also updated business rule stating that this field is no longer permitted to be blank for superseding enrolments in and post 2023.

Provider: Low impact. Examples have been updated to make them more relevant to existing Funding Source codes.

SVTS: Low impact. SVTS developers to ensure validation rules consider superseding enrolments.

### Fee Exemption/Concession Type Identifier – Training Activity - NAT00120 file

Change **Updated Business rule:**

2023-3: With respect to the *Fee Concession/Exemption Type Identifier* value 'O' (Other), this should only be used where a concession has been granted, in accordance with the Guidelines About Fees, to:

Indigenous Students without concession cards, or

Asylum Seekers without concession cards (only valid until the end of 2023).

Where an asylum seeker is undertaking training reported with a funding source code other than ASL/ASP (and does not hold a concession entitlement otherwise), they are to be reported with the Fee Concession Exemption Type Identifier 'A - Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Heath Care Card or Veteran's Gold Card'. Students reporting with ASL/ASP may continue to be reported with the *Fee Concession Exemption Type Identifier* 'O' for the remainder of the 2023 collection year **but will need to report Fee Concession Exemption Type Identifier 'A - Asylum Seeker NOT currently holding a relevant Pensioner Concession Card, Heath Care Card or Veteran's Gold Card' after the 2023 collection year to ensure you keep receiving Concession Contribution payments for Asylum Seekers.**

Clarified when the concession contribution will still be available from the Department for fee waiver values 'C' and 'R'.

Added new fee waiver value 'S'

Updated field values:

Value	Description	Eligible for concession contribution from the Department?
C	Fee Waiver for students training in a skill set under the Construction Industry Skill Sets initiative.	Yes (only for commencements prior to 1/1/2023)
R	Fee Waiver for students training in a skill set under the JobTrainer Skill Sets initiative.	Yes (only for commencements prior to 1/1/2023)
S	Fee Waiver for student training in a Free TAFE Short Course (to be reported by TAFE Institutes and Dual Sector Universities only).	Yes (only for commencements from 1/1/2024)

**Reason:** Both the Construction Industry Skill Sets and JobTrainer Skill Sets initiatives are no longer valid for new commencements post-2022, therefore clarified that Eligibility for concession contribution from the Department will only be available for continuing enrolments.

Using Fee Exemption/Concession Type Id 'O' for Asylum Seekers without a concession card will no longer be valid for commencements post-2023, instead, Fee Exemption/Concession Type Id 'A' should be used.

A fee waiver distinction is required when reporting Free TAFE short courses and other courses under the general 'Y' value fee waiver.

**Provider:** Medium impact. The provider will need to update their SMS to allow for new fee waiver values and be aware of the values will no longer be valid for new commencements in 2023.

**SVTS:** Medium impact. System changes need to be made to incorporate the new fee waiver value and new validation rules will need to be created to trigger when these values are reported for new commencements in and post-2023.



## Hours Attended – Training Activity - NAT00120 file

Change Updated element description:

2023-4: A value that identifies the hours attended by a student who withdraws/~~discontinues~~ from a Subject without completing all training in that Subject. It ~~includes~~ **is comprised of only** the hours of supervised training and assessment **prior to withdrawal or the subject being superseded**.

Updated element purpose:

~~Contract~~ To quantify hours associated with incomplete training ~~management~~ due to withdrawal/discontinuation.

Updated business rule:

*General:*

Provision of the hours attended relating to a student's withdrawal from a Subject or when a Subject is reported as being superseded but not complete and continuing under the new Subject Identifier, is mandatory for all providers. **Training providers determine the method for calculating the hours attended.**

~~Even When~~ When a student withdraws or the subject is superseded, ~~the and~~ hours attended ~~are~~ must be reported, **but** the full scheduled hours should **continue to** be reported in the relevant field.

In both these instances, the *Activity End Date* must be ~~modified and be consistent with the~~ updated to match the date of withdrawal or subject being superseded. See the Glossary ([Withdrawn/discontinued enrolments](#)) for information on the correct combination of fields and values for withdrawn/discontinued students.

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Reason: To clarify the description in relation to withdrawn or superseded subjects and to state that providers determine the method of calculating the hours attended.

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Provider: No impact, clarification only.

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SVTS: No impact.

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### Outcome Identifier - National – Training Activity - NAT00120 file

Change Added note for Outcome Id – National value 79:

2023-5: **Note: this value can only be used for apprenticeships.**

Updated business rule for Outcome Id – National value 40:

#### **Withdrawn/discontinued (Code 40)**

Withdrawn/discontinued is reported for a students who has engaged in some training and assessment and has: ~~under two possible scenarios.~~

~~The first scenario is that the student has engaged in some learning activity and has then~~

- notified the training organisation of their withdrawal before completing all of the assessment criteria, or

~~The second situation is where the student has engaged in some learning activity and then~~

- stopped attending or submitting assessments (i.e. discontinued) without notifying the training organisation.

Note: The withdrawn code applies in this situation, even if the student has completed some assessments and been assessed as not competent for one or more assessments.

- For all withdrawn/discontinued subjects, report the *Hours Attended* prior to withdrawal.
- A zero or null *Hours Attended* is interpreted as withdrawn/discontinued with no attendance
- You must use code 40 for withdrawn/discontinued from any unit of competency or Subject Enrolment for which payment is being claimed from the Department (not 82).

You must amend the Activity End Date of the withdrawn/discontinued subject to match the date of withdrawal. The date of withdrawal is either:

- the date of official withdrawal (i.e., when the student confirmed their intent to withdraw, and as noted in the student file or on an internal withdrawal form)
- in the case of no official withdrawal, the date the training provider has decided the student has withdrawn.

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Reason: To emphasise that this value should now only be used for apprenticeships and to align with existing validation rule 120124 and to better align business rules to Skills First funding contract.

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Provider: No impact, clarification only.

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SVTS: No impact.

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### Program Enrolment Identifier – Training Activity & Program Completions- NAT00120 & NAT00130 files

Change Removed business rule:

2023-6: This field may only be blank under the following circumstances:

~~Program Completed (NAT00130) file – if there is no associated activity in the collection year (a completion reported after the activity has taken place). The commencement date of this activity must also be in a past collection year~~

Updated business rule:

~~If any of these values change for an identifier where activity has been successfully paid for, the submission will be rejected.~~

If any of these values change once a valid record for the same enrolment was previously uploaded with the same Program Enrolment Id an error will trigger.

When reporting a Program Enrolment Identifier for the first time, these critical data elements can change if the month of the Program Commencement Date associated with the enrolment is the same as the current month. If the program commencement date is in a previous month and has been reported incorrectly, you will need to generate a new Program Enrolment Identifier to change it.

Reason: This data element has been active since 2018 and there should only be a small number of completions being reported where the Program Enrolment Identifier was not available at the time of reporting these program enrolments.

The deleted business rule was misleading as it only referred to Government Subsidised enrolments whereas the Program Enrolment Identifier is applicable to Fee for Services delivery also.

Provider: Medium impact: A new validation rule will be implemented as a warning in the first instance. It will be switched to error as soon as completions for all enrolments commenced prior to 2018 have been reported.

SVTS: Medium impact: Create a validation rule (warning) to ensure a Program Enrolment Identifier is reported for all program enrolments. Switch this validation rule to an error as soon as no further continuing enrolments are being reported for programs that commenced prior to 2018.

### Program Status Identifier – Program Completion - NAT00130 file

Change Added business rules:

2023-7: General:

When reporting *Program Status Identifier* values of (25, 30, 40, 41, 42, 50, 70, 85), the *Date Program Completed* must be blank and the *Issued Flag* must be 'N' as these values do not represent a completion.

When the *Program Status Identifier* value is 10 – PROGRAM COMPLETED (ISSUED) the *Date Program Completed*, *Parchment Issue Date*, and *Parchment Number* cannot be blank, and the *Issued Flag* must be 'Y'.

When the *Program Status Identifier* value is 20 – PROGRAM COMPLETED (NOT ISSUED), the *Date Program Completed* must not be blank and the *Issued Flag* must be 'N'.

When the *Program Status Identifier* value is 80 – STREAMED, the *Specialisation Name* must be reported against that enrolment.

Deleted business rule:

~~When *Issue Flag* is Y the *Program Status Identifier* cannot be '30 – In training', or '85 – Not yet started'.~~

Reason: To clarify that the *Date Program Completed* can only be reported when a Program is complete and, where applicable, includes the on-the-job component. Also, highlight the reporting requirements of the associated data elements when the *Program Status Identifier* value is reported as either 10 or 20.

Also, since the introduction of the *Specialisation name*, it is now necessary to report the value against the *Program Status Id* value of 80 – Streamed program.

The 'Reporting Guide – Program Status Identifier' was published in 2018 when this data element was first introduced. Training providers are advised to refer to this document for detailed information and examples on how to report the different *Program Status Identifier* values.

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Provider: Low impact. Validation rules have already been implemented to enforce this business rule and providers are aware of the reporting requirements.

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SVTS: No impact. New validation rules have already been implemented to cover these business rules.

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### Specialisation name – Program Completion - NAT00130 file

Change Updated element purpose:

2023-8: Specialisation Name allows ~~completions to be accurately reported, including relevant specialisations differentiations between versions of programs based on the specialisation/stream (including completions).~~

Deleted business rule:

~~For all new or continuing enrolments in 2022 this field may be blank.~~

Added business rule:

This field must not be blank when reporting a *Program Status Identifier* value of 80 – *STREAMED PROGRAM*.

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Reason: To clarify that the Specialisation name must be reported when reporting a Streamed Program and the collection purpose of this data element.

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Provider: Medium impact. Validation rule will be implemented to ensure this business rule is reflected in SVTS.

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SVTS: Medium impact. New validation rule to be implemented.

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### Standard Enrolment Form

**Commencing Program Cohort Identifier – Program Completions – NAT00130 file**

Change Added question 23

2023-9:	Question	Victorian field
	<p>23. Would you describe yourself as belonging to any of the following cohorts?</p> <p>(You can select up to 3 cohorts)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> AS – Asylum seeker</li> <li><input type="checkbox"/> FS – Learner facing financial stress</li> <li><input type="checkbox"/> HS – Head start apprentice/trainee</li> <li><input type="checkbox"/> JV – Jobs Victoria Employment Network client</li> <li><input type="checkbox"/> LN – A learner with literacy, numeracy, and digital literacy needs</li> <li><input type="checkbox"/> RW – Retrenched worker</li> <li><input type="checkbox"/> RC – Reconnect program student</li> <li><input type="checkbox"/> VT – Veteran</li> <li><input type="checkbox"/> WR – Woman returning to work</li> <li><input type="checkbox"/> NNNNNN – No specific cohort</li> </ul>

Reason: The Commencing Program Cohort Identifier may already be collected either via an enrolment form or other processes. For consistency we have added this question to standardise with providers who may not already have this question on their enrolment form.

Provider: Medium impact. Providers not already collecting this information via an enrolment form may need to add this question to the form.

SVTS: No impact.

**Glossary**

**Re-commencing a subject enrolment after a withdrawal**

Change Added business rules:

2023-10: When a student participated in training and then withdraws from a subject or discontinues without formally withdrawing and has been reported as withdrawn, then decides to re-commence training in the same subject under the same program enrolment, the providers must update their statistical submissions to reflect the re-commencement.

When re-commencing the subject, the provider must report a new Subject Enrolment Identifier and Activity Start Date. They need to report the same Subject Identifier and REDUCE Scheduled Hours by the number of hours previously reported as Hours Attended.

Since the student is continuing in the same Program Enrolment, the Program Commencement Date, Program Enrolment Identifier, Program Identifier, Purchasing Contract Identifier and Funding Source Identifier – STA, remain the same.

Reason: To clarify the reporting requirements of re-commenced subjects after a subject withdrawal.

Provider: Low impact. This is additional information and clarification only. This reporting requirement is already covered by validation rules and various Fact Sheets.

SVTS: No impact.

## Withdrawn/discontinued enrolments

- Change 2023-11: Updated and added business rules:
- When a student withdraws from a subject or unit of competency or discontinues without **formally officially** withdrawing, all providers must update their statistical submissions to reflect the withdrawal.
- amend the Outcome Identifier - National to code “40”,
  - amend the Activity End Date to reflect the relevant **withdrawal date of withdrawal**,
  - **continue to report the Scheduled Hours, and**
  - **report the Hours Attended** prior to the student’s withdrawal.

### **Date of Withdrawal:**

The date of withdrawal is either:

- the date of official withdrawal (i.e., when the student confirmed their intent to withdraw, and as noted in the student’s file or on an internal withdrawal form), or
- in the case of no official withdrawal, the date the training provider has decided the student is withdrawn.

Subject withdrawals need to be reported by the earlier of:

- two months after the date of withdrawal
- the final data submission date for the data collection year

### **Where the student participated in the subject prior to withdrawal:**

When a student withdraws from a Subject, ~~all providers (including TAFE, private RTO and Learn Local Organisations) are required to~~ report the student as Withdrawn/discontinued (*Outcome Identifier - National* code 40) and report the hours of training delivered to the student prior to withdrawal in the *Hours Attended* data element.

If the Subject had already been reported to SVTS before you realised that the student withdrew prior to participation, **or you have not retained any evidence of their participation**, report the subject again with Outcome Identifier – National code “40” and Hours Attended zero and update the Activity End Date **to the same as the Activity Start Date**.

Reason:	To clarify the reporting requirements of withdrawn subjects.
Provider:	Low impact. This is additional information and clarification only. This reporting requirement is already covered by validation rules and various Fact Sheets.
SVTS:	No impact.

## Appendix IV

Item	Reporting requirement
Asylum Seeker VET Program	<p><del>For individuals enrolled under this initiative post 2023, the training provider must report:</del></p> <ul style="list-style-type: none"> <li><del>• Funding Source Identifiers – State Training Authority Funding Source Identifier of ‘ASP’ or ‘ASL’</del></li> <li><del>• Commencing Program Cohort Identifier of ‘AS’</del></li> </ul> <p><del>If the individual is also participating under a different initiative where a different Funding Source Identifier must be reported, the training provider should report:</del></p> <p>Participants in the Asylum Seeker VET Program must be reported with Funding Source Identifiers ‘ASP’ or ‘ASL’, unless they are participating under a different initiative (e.g., ‘GSP’ for skills sets).</p> <p>From 1 January 2024, they must also be reported with the following:</p> <ul style="list-style-type: none"> <li>• the <i>Funding Source Identifier</i> for that initiative,</li> <li>• the <i>Fee Exemption/Concession Type Identifier</i> (1<sup>st</sup> character) as either: <ul style="list-style-type: none"> <li>○ a value to show the type of concession the individual already holds (i.e., ‘H’ if they hold a Health Care Card), or</li> <li>○ ‘A’ if the individual doesn’t hold an accepted type of concession but is entitled to a concession under the Asylum Seeker VET Program.</li> </ul> </li> <li>• <i>Commencing Program Cohort Identifier</i> of ‘AS’</li> </ul> <p>Note: The <i>Eligibility Exemption Indicator</i> is no longer required for new commencements.</p>
Eligibility Exemptions Initiative	<p><del>Where the training provider has granted an eligibility exemption under the Eligibility Exemptions initiative, the training provider must report:</del></p> <p><del>The following <i>Funding Source Identifiers</i> are not counted towards the training provider’s eligibility exemption limit:</del></p> <ul style="list-style-type: none"> <li><del>• Enrolments commenced prior to 2023 and still in progress</del> <ul style="list-style-type: none"> <li><del>• ‘02P’, ‘JFP’, ‘JFL’ and ‘JSP’.</del></li> </ul> </li> <li><del>• Commencements post 31/12/2022</del> <ul style="list-style-type: none"> <li><del>• ‘GSP’</del></li> </ul> </li> </ul> <p><del>For Asylum Seekers, report the Commencing Program Cohort Identifier value of ‘AS’</del></p> <p>The Eligibility Exemption Initiative ended on 31 December 2022. Continuing students originally enrolled with the Eligibility Exemption Indicator set to ‘Y’ should continue to be reported this way until they complete or withdraw from their program.</p>



<p>JobTrainer</p>	<p><del>Continuing training (commencements prior to 1/1/2023), delivered under this initiative must continue to be reported with the following <i>Funding Source Identifiers</i>:</del></p> <p><del>‘JFL’ : JOBTRAINER – TRAINEESHIP</del></p> <p><del>‘JFP’ : JOBTRAINER – NON-APPRENTICESHIP/TRAINEESHIP</del></p> <p><del>‘JSP’ : JOBTRAINER – SKILL SET.</del></p> <p><del>When reporting a <i>Fee Exemption/Concession Type Identifier</i> under this initiative, the first character must continue to be one of the following:</del></p> <p><del>‘H’ – HEALTH CARE CARD</del></p> <p><del>‘P’ – PENSIONER CONCESSION CARD</del></p> <p><del>‘V’ – VETERAN GOLD CARD</del></p> <p><del>‘A’ – ASYLUM SEEKERS</del></p> <p><del>‘O’ – OTHER (INDIGENOUS)</del></p> <p><del>‘Z’ – NONE (note that under the JobTrainer, a Concession Contribution is paid even when this code ‘Z’ is reported).</del></p> <p><del>For JobTrainer Skill Sets, all students must be granted a Fee Waiver. Therefore, when reporting the <i>Fee Exemption/Concession Type Identifier</i>, the second character must be ‘R’.</del></p> <p>The JobTrainer initiative ended for new commencements on 31 December 2022. Continuing students, including those who transition to superseding qualifications, should continue to be reported under the relevant JobTrainer Funding Source Identifier.</p>
<p>‘Free TAFE short courses’</p>	<p>Free TAFE Short Courses <del>eligible for funding is available here</del> are identified in the Funded Programs Report and are also identified here: <a href="https://www.vic.gov.au/free-tafe">https://www.vic.gov.au/free-tafe</a>.</p> <p>TAFEs must grant a fee waiver to students enrolling in any of these skill sets.</p> <p>TAFEs must report:</p> <ul style="list-style-type: none"> <li>• <i>Funding Source Identifier</i> ‘GSP’, and</li> <li>• <i>Fee Exemption/Concession Type Identifier</i> (2nd character) value of ‘S’.</li> </ul> <p>A student’s participation in these skill sets will not impact their ‘Free TAFE’ entitlement.</p>
<p>Free TAFE for Priority Courses (TAFE/Dual Sector only)</p>	<p>Where the training provider has granted a Fee Waiver for a program on the Free TAFE for Priority Courses List, the associated training activity must be reported using the <i>Fee Exemption/ Type Identifier</i> where:</p> <p>the 1<sup>st</sup> character matches a valid value as identified for the <i>Fee Exemption/Concession Type Identifier</i>, which is applicable to the student,</p> <p>the 2<sup>nd</sup> character must be ‘T’.</p>
<p>Reporting of VCE/VPC units</p>	<p>Where delivering the <b>Victorian Certificate of Education (VCE)</b> – including the <b>VCE Vocational Major VCE</b> or the <b>Victorian pathways Certificate (VPC)</b>, <del>VCAL (Foundation, Intermediate, or Senior)</del>, the Training Provider must report all subjects against the relevant VCE or VPC program code as identified in the Funded Programs Report, including VET units undertaken towards completion of the ‘VCE’ or ‘VPC’ <del>‘VCAL’</del>.</p>
<p>Skills First Youth Access</p>	<p>If a training provider grants a Fee Waiver under this initiative, they must report: <i>Fee Exemption/Concession Type Identifier</i> (2nd character) value of ‘E’ or ‘I’</p>



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**Reason:** Policy changes no longer require the *Eligibility Exemption Indicator* value of ‘Y’ to be reported, so all reference to this reporting requirement has been removed.

A web link is available for all Free TAFE Short Courses eligible for funding and this should be used as the source of truth.

*Fee Exemption/Concession Type Identifier* (2nd character) value of ‘S’ has been introduced to distinguish between Free TAFE short courses and Free TAFE priority courses.

VCAL programs are no longer funded and have been replaced with VPC programs and the reporting requirement has been updated to reflect this change.

Other changes have been made to make reporting more relevant to current system or contract settings.

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**Provider:** Medium impact. For a majority of these changes, training providers have already been notified via Contract Notifications or SVTS Release notes. Changes to *Funding Source Identifiers* will be followed up in the next release of the Funding Source Identifier – Supplement. Training providers may need their SMS vendors to add new *Fee Exemption/Concession* value to their system.

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**SVTS:** Medium impact. Some changes to SVTS will be required to implement the new *Fee Exemption/Concession* and to inactive some obsolete *Funding Source Identifiers*.

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